



**Mansfield**  
Community  
Center

**Town of Mansfield  
Parks and Recreation  
Department**



***Lynda M. Lambert***  
***Administrative Services Specialist***

10 South Eagleville Road  
Storrs/Mansfield, Connecticut 06268  
Tel: (860) 429-3015 Ext 6111  
Fax: (860) 429-9773  
Email: [lynda.lambert@mansfieldct.org](mailto:lynda.lambert@mansfieldct.org)  
Website: [www.mansfieldcc.com](http://www.mansfieldcc.com)

June 23rd, 2015

Dear Resident-

I am writing to inform you that you have a current Fee Waiver with the Town of Mansfield which will expire on June 30<sup>th</sup>, 2015; this waiver needs to be renewed annually. If you would like to continue with this program please complete the application and return it with the required information which has been outlined on the "How to Apply" page.

The Fee Waiver ordinance provides for a reduction in the fee(s) paid for designated Town services for residents who meet specific income guidelines. The goal of this ordinance is to improve access to the services offered by the Town to all residents, regardless of their ability to pay. Your adjusted gross family/household income, and the size of your family determine eligibility for the waiver. We use the U.S Department of Housing and Urban Developments (HUD) definition of "extremely low" and "very low income" to determine eligibility and based on your income you may qualify for a 50% or a 75% waiver for any fees that are not reimbursed by a third party.

Sincerely,

Administrative Services Specialist  
Town Of Mansfield  
Family, Fitness & Fun

Mansfield Community Center  
10 South Eagleville Road  
Storrs, CT 06268  
(860)429-3015 Ext 6111

# TOWN OF MANSFIELD



## Request for Fee Reduction

### HOW TO APPLY

Please complete the attached application and provide copies of the documents listed below.

Mail or drop them off to:

Mansfield Community Center/ Parks & Recreation Department

Attention: Lynda M. Lambert

10 South Eagleville Road

Storrs-Mansfield, CT 06268

(860) 429-3015 Ext. 6111

(860) 429-9773-fax

[lynda.lambert@mansfieldct.org](mailto:lynda.lambert@mansfieldct.org)

#### Please check if submitted with application:

- ☐ Proof of Residency for ALL persons who reside in the household. Applicants must reside in Mansfield for more than six months during the course of the year
- ☐ Three (3) most recent pay stubs for all income earners in the household
- ☐ Copy of other sources of income (if applicable) i.e.: Social Security, Private Pension, Unemployment & Workman's Comp, Disability Benefits, Veterans Benefits, Rental Income, Welfare, Alimony, Child Support, etc.
- ☐ Copy of your most recent federal tax return for each adult in the household

# MANSFIELD FEE REDUCTION APPLICATION

10 South Eagleville Rd.  
Storrs/Mansfield, CT 06268  
Tel. (860) 429-3015 Ext. 6111 or Fax (860) 429-9773  
[lynda.lambert@mansfieldct.org](mailto:lynda.lambert@mansfieldct.org)



APPLICANT (S) GENERAL INFORMATION				
APPLICANT		CO-APPLICANT		
ADDRESS		ADDRESS		
TOWN	STATE	ZIP CODE	TOWN	STATE ZIP CODE
PHONE #		PHONE #		
EMAIL	BIRTH DATE	EMAIL	BIRTH DATE	
EMPLOYMENT INFORMATION				
EMPLOYER		EMPLOYER		
ADDRESS		ADDRESS		
TOWN	STATE	ZIP CODE	TOWN	STATE ZIP CODE
PHONE		PHONE		
GROSS ANNUAL WAGES		GROSS ANNUAL WAGES		
LENGTH OF EMPLOYMENT		LENGTH OF EMPLOYMENT		
ANNUAL HOUSEHOLD INCOME				
*Gross Wages/Salary		Rental Income	Welfare	
Pension, SSI, Self-Employment		Alimony, Child support		
Unemployment & Workmen's Comp.,		Other (List)	TOTAL	
PERSONS LIVING IN UNIT				
NAMES OF ALL PEOPLE LIVING IN HOUSEHOLD	RELATIONSHIP TO APPLICANT	DATE OF BIRTH	EMPLOYER	YEARLY INCOME

**\*Eligibility is based on the combined income of all household members listed on the application.**

**PENALTY FOR FALSE OR FRADULENT STATEMENT; U.S.C Title 8, Section 1001, provides; "Whoever, in any matter within the jurisdiction of any Department or Agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements of representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more that \$10,000 or imprisoned not more than five years, or both."**

I hereby apply for a fee reduction and certify the accuracy of the information contained herein in accordance with all provisions of the law and agree to notify the appropriate town department in writing in the event of changes in said information; any changes effecting your eligibility status over the course of the year must be reported to the Town so that we can evaluate whether or not you continue to qualify for the waiver.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

**FOR OFFICIAL USE ONLY:**

Fee Waiver valid from: \_\_\_\_\_ to: \_\_\_\_\_

Percentage of discount:      50%      or      75%      (circle one)

Department of Origin: \_\_\_\_\_

Spreadsheet updated:      Yes      or      No      (circle one)

Approval letter sent:      Yes      or      No      (circle one)      Date \_\_\_\_\_



**TOWN OF MANSFIELD**  
**Mansfield Fee Reduction**  
**Income Limit Guidelines and Annual Cap per Household**

Effective July 1<sup>st</sup>, 2015 to June 30<sup>th</sup>, 2016

Household Size	50% Fee Waiver	75% Fee Waiver	Annual Cap Per Household
1	\$30,600	\$18,400	\$325
2	\$35,000	\$21,000	\$650
3	\$39,400	\$23,650	\$975
4	\$43,750	\$26,250	\$1,300
5	\$47,250	\$28,410	\$1,625
6	\$50,750	\$32,570	\$1,950
7	\$54,250	\$36,730	\$2,275
8 +	\$57,750	\$40,890	\$2,600

"Extremely Low" is 30% of median income in Mansfield and is reflected in 75% column

"Very Low" is 50% of median income in Mansfield and is reflected in 50% column

\*\*HUD's 2015 calendar year data will be used for July 1, 2015- June 30<sup>th</sup>, 2016 Fee Reductions, HUD's 2016 calendar year data will be used for July 1, 2016-June 30<sup>th</sup>, 2017 Fee Reductions etc.\*\*

### **Article III: Fee Waivers (Revised April 28, 2014)**

[Adopted 2-10-1997, effective 3-8-1997 *Editor's Note: This ordinance also superseded former Article III, Fee Waivers, adopted 1-28-1991, effective 2-26-1991*]

#### **§122-3. Title**

This article shall be known and may be cited as the "Town of Mansfield Fee Waivers Ordinance."

#### **§122-4. Intent**

It is the Town's intention to encourage participation in municipal programs and to provide services to all residents of the Town regardless of their financial status.

#### **§122-5. Eligibility Criteria**

[Amended 10-14-2003, effective 11-10-2003]

- A. This subsection shall apply to all of the services subject to this article and set forth in §122-10. The eligibility criteria set forth in this subsection may be changed by resolution of the Town Council.
- B. Residency. The primary residence of Fee Waiver applicants must be located in the Town of Mansfield. Primary residence means that the applicant resides in Mansfield for more than six months during the course of a fiscal year. At the time of their application to the Fee waiver program, applicants must demonstrate that they have resided in Mansfield for more than six months during the past year.
- C. 75% Fee Waiver. Applicable fees not reimbursed by a third party will be reduced by 75% for residents of the Town of Mansfield who meet the U.S. Department of Housing and Urban Development (HUD) definition of "extremely low income" for Mansfield residents based upon income and number of persons who reside in the household. Income is defined in §122-6.
- D. 50% Fee Waiver. Applicable fees not reimbursed by a third party will be reduced by 50% for residents of the Town of Mansfield who meet the U.S. Department of Housing and Urban Development (HUD) definition of "very low income" for Mansfield residents based upon income and number of persons who reside in the household. Income is defined in §122-6.
- E. 100% Fee Waiver. For ambulance fees listed in §122-10, applicants who qualify for a fee reduction of 75% per §122-5C shall instead receive a fee reduction of 100%.
- F. Maximum Amounts. Maximum limits will be placed on the value of fee waivers granted to eligible households per fiscal year. Maximum limits based on household size will be set by resolution of the Town Council and may be adjusted from time to time. Once the fiscal year budgeted allocation for the Fee Waiver Program has been completely expended, the Town Manager is authorized to suspend the program. The program may be reinstated for the suspended fiscal year if additional funds are appropriated by the Town Council.

#### **§122-6. Applications**

Any requests for a fee waiver must be made on a Town of Mansfield application form. Eligibility is determined on an annual basis. Annual basis is defined as a fiscal year basis, July 1- June 30. Applicants will be required to provide documentation demonstrating residency such as recent utility bills, a driver's license, or other documentation as requested by the Town.

Applicants must provide documentation showing all sources of income for all persons who reside in the household. Sources of income may include but are not limited to: wages; workers compensation payments; unemployment compensation; social security payments; pension payments; rental income; alimony payments; child support payments; disability benefits; veterans benefits; earnings from

investments. To document sources of income, applicants will be required to submit federal income tax returns, and any other documentation as requested for all persons domiciled in the household.

The application shall be signed by the applicant under penalty of false statement as punishable by Connecticut General Statutes section 53a-157b, which shall be noted on the application adjacent to the space designated for the signature of the applicant.

#### **§122-7. Verification of Information**

The information on the application may be verified by Town officials at any time during the year. If it is determined that an applicant has provided false and/or misleading information and/or has purposely withheld information from their application, the applicant will be denied participation in the program for that fiscal year.

#### **§122-8. Review of waivers; changes to information**

Waivers need to be reinstituted on a yearly basis unless circumstances warrant a more frequent review. Any changes in family size or household income must be reported immediately to the Town agency responsible for administering the Fee Waiver Ordinance. Changes in participant eligibility factors as set forth in §122-5 can affect eligibility for the Fee Waiver program, such as having eligibility status terminated until later application is approved.

#### **§122-9. Confidential Information**

Certain documentation submitted by applicants may be subject to disclosure in accordance with the Freedom of Information Act. Only documents or information required to be disclosed by state or federal law will be released to the requesting individual, agency, or other entity.

Applications shall not be returned to the applicant, but will remain on file for at least two years following the close of the fiscal year (June 30<sup>th</sup>) in which the applicant applied, after which they may be destroyed once approval has been received from the State Records Administrator.

#### **§122-10. Applicability**

The following services are subject to this article:

- A. Parks and Recreation programs, including Community Center memberships.
  - i. Exclusions. The following exclusions apply: materials fees; bus/van trips; programs not directly provided by the Town such as but not limited to youth sports operated by non-profit organizations or other public agencies.
- B. (Reserved) *Editor's Note: Former Subsection E, Subsurface sewage disposal and water supply wells, was repealed 8-8-2005, effective 9-3-2005*
- C. (Reserved) *Editor's Note: Former Subsection F, Junk car disposal, was repealed 8-8-2005, effective 9-3-2005*
- D. Residential refuse collection fees. All Transfer Station fees are excluded from this provision except for the fee for the disposal of residential refuse in 35 gallon garbage bags.
- E. Ambulance fees
- F. [Added 2-28-2011, effective 3-29-2011] Human Services programs.
  - i. Exclusions. The following exclusions apply: bus/van trips; wellness and medical care services such as but not limited to podiatry, massage therapy, and health screenings that are offered at Town facilities but conducted by a third party that charges fees for service; programs and trips not directly provided by the Town such as but not limited to programs and trips operated by the Mansfield Senior Center Association, non-profit organizations, or other public agencies.